



MEMORANDUM

Date: December 19, 2003

To: All Delegation Contacts for Departments With Goods
Base and/or IT Base Delegated Purchasing Authority

From: Purchasing Authority Management Section, Policy Branch
Procurement Division, Department of General Services
707 Third Street, Second Floor South, West Sacramento, CA 95605

Subject: Non-Competitively Bid (NCB) Contract Quarterly Report
Reporting Period: **October 1 to December 31, 2003**

Your department's delegated purchasing authority includes the authority to make acquisitions using non-competitively bid (formerly sole source) methodology, as stated in the Delegation Guidelines (Guidelines). Your department's delegated purchasing authority also requires that all non-competitively bid transactions with a value of **\$5,000.00 to \$25,000.00** be reported quarterly to the Delegation Resources Program (now referred to as the Purchasing Authority Management Section), as stated in the Guidelines. A copy of the Non-Competitively Bid (NCB) Contract Quarterly Report form, which is an attachment to the Guidelines, is attached for your use. Send the report to the following address or fax the report to: (916) 375-4362
Attn: NCB Quarterly Report

Purchasing Authority Management Section
Procurement Division
Department of General Services
707 Third Street, Second Floor South
West Sacramento, CA 95605

Attn: NCB Quarterly Report

The report for the quarter October 1 to December 31, 2003, is due by January 10, 2004. If your department has no NCB activity for the reporting period, a report must be submitted documenting that information.

Do **not** report the following transactions on the NCB Contract Quarterly Report:

1. Transaction(s) valued at less than \$5,000.00 unless it is an NCB transaction
2. Orders placed against the following Procurement Division contracts unless it is an NCB transaction
 - ? California Multiple Award Schedules (CMAS)
 - ? Master Agreements
 - ? Statewide Contracts
 - ? State Price Schedules
 - ? Western States Contracting Alliance (WSCA)
3. Emergency Purchases (Form 42) authorized by the Procurement Division
4. Transaction(s) for non-IT services unless the transaction is placed as an LPA order and executed as an NCB transaction
5. Purchase Estimates (Std. 66) submitted to Procurement Division for processing
6. Purchase Orders prepared by the Procurement Division for your department
7. Transaction(s) under \$100.00
8. Prison Industry Authority orders

Note that the NCB Contract Quarterly Report is a separate reporting requirement from the Monthly Delegation Report, which is also a Guidelines attachment. In addition to quarterly reporting of NCB transactions, the Guidelines also require that your department report all transactions on a monthly basis in one of the following manners:

- Create the Contract/Delegation Purchase Order (Std. 65) directly in the Procurement Information Network (PIN) System **OR**
- Forward a copy of each Std. 65 to PD monthly **OR**
- Forward a copy of the monthly summary report (Monthly Delegation Report) of activity conducted under your department's delegated purchasing authority.

Under this reporting requirement, do not submit your department's Std. 65's and/or Monthly Delegation Reports to the Delegation Resources Program or to me. All Std. 65's and/or Monthly Delegation Reports are to be submitted to:

Data Capture Unit
Business Management Section
Procurement Division
Department of General Services
707 Third Street, Second Floor
West Sacramento, CA 95605

Important Notice Regarding Your Department's Delegated Purchasing Authority

- Failure to submit a complete report on time could affect your department's delegated purchasing authority. **A complete report includes the NCB Contract Quarterly Report form and a copy of the Contract/Delegation Purchase Order (Std. 65) and the NCB Contract Justification for each reported transaction.**
- Failure to completely and adequately justify NCB transactions could affect your department's delegated purchasing authority.
- Engaging in purchasing activity for which the department does not have authority could affect your department's delegated purchasing authority.

If you have any questions, please contact me at (916) 375-4361 or Debbie.Deanda@dgs.ca.gov.

Deborah A. De Anda
Acquisition Specialist

Attachment